



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

ANDREW J. BRUCK
Acting Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

September 1, 2021
NOTICE OF JOB VACANCY
#21-305

This is a repost of vacancy announcement #21-231; previous applicants need not reapply.

Opportunities currently exist in the unclassified service with the Department of Law and Public Safety, Office of Public Integrity & Accountability, for applicants who meet the requirements listed below:

TITLE: Special Investigator, Law and Public Safety
SALARY: \$70,000.00 to \$110,000.00
LOCATION: Office of Public Integrity & Accountability
Special Investigations Bureau (Central)
25 Market Street,
Trenton, NJ 08625
Statewide travel required for work responsibilities

NUMBER OF POSITIONS AVAILABLE: Two (2)

The Office of Public Integrity & Accountability (OPIA) is dedicated to increasing public confidence in government by holding corrupt government officials and public servants accountable, reviewing claims of actual innocence by convicted individuals and fostering excellence in policing. OPIA is looking for outstanding candidates to investigate matters for the Specialized Investigations Bureau, including the investigation of state crimes committed within the context of civil rights violations and Internal Affairs investigations of law enforcement personnel employed by the Department and other high-level officials, in addition to other sensitive investigations as assigned by the Attorney General.

DUTIES: Under the general direction of the Executive Director of OPIA, other supervisory officials, the Chief of Detectives of the Division of Criminal Justice and the Deputy Chief of Detectives for OPIA, reviews and investigates internal and external submissions, records, statements, and files to determine compliance with statutes, policies, and regulations; conducts specialized investigations to detect alleged noncompliance with, or violations of, statutes, administrative codes, rules and regulations; ability to accurately track and analyze data as per Attorney General's Guidelines; interprets policy and guidelines with consult from legal staff, and provides guidance to law enforcement, including the county prosecutor's offices; assists with the statewide oversight and implementation of the Internal Affairs Policy and Procedures, including training; prepares reports and memoranda; demonstrates strong organizational and time-management skills; utilizes various computer databases and software applications including Word, Excel, Access, Outlook, OneDrive and SharePoint; proficiency with search internet engines, including the Criminal Justice Information System; performs other work as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college with a Bachelor's Degree.

EXPERIENCE: Five (5) years of experience in the conduct of civil or criminal investigations related to compliance, enforcement, detection, and surveillance activity, including the preparation of investigative reports; **OR** five (5) years of experience in the conduct of investigative administrative audits and/or regulatory examinations of records maintained by businesses and organizations; **OR** five (5) years of experience in the conduct of investigations for the government, the military, consumer protection programs, public advocacy organizations, or the public interest; **AND** one (1) year of the five (5) years of experience shall have been in a team leader or lead investigator capacity.

Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

A Juris Doctorate degree or a Master's Degree in Criminal Justice, Public Administration, Business Administration, Law, or a related field may be substituted for one (1) year of the non-supervisory experience.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey.

PREFERENCE: Preference will be given to applicants who have demonstrated knowledge and/or experience with internal affairs investigations and/or civil rights investigations; Title 2C; investigative techniques; law enforcement operations and procedures on local, state and national levels; procedures governing rules of evidence and chain of custody; ability to learn and apply training principles and techniques; compliance with DCJ Standard Operating Procedures and Attorney General Guidelines and Directives; ability to identify and pursue potential investigative areas; excellent oral and written communication skills; ability to make decisions and determine what decisions should be referred to supervisors; and ability to show good judgement when exercising powers of arrest, charging decisions and interactions with DCJ management, staff and partnering agencies.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating its U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy announcement #21-305 and a current resume on or before the closing date of September 6, 2021 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
P.O. Box 081
Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

